



## DEPARTMENT OF EMPLOYMENT SECURITY

*If you need a worker, just fax the job description information to us and we will send qualified applicants according to your instructions. To screen appropriately, we need specific information about the job and the qualifications you seek. Please complete this form and fax it to your nearest WIN JOB CENTER.*

Company Name \_\_\_\_\_

Federal I.D.NO. \_\_\_\_\_ Type of Business \_\_\_\_\_

Mailing address \_\_\_\_\_

Job Location \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

E Mail \_\_\_\_\_

Contact Person \_\_\_\_\_ Title of open position(s) \_\_\_\_\_

Number of openings \_\_\_\_\_ Number of referrals desired \_\_\_\_\_

Number of hours per week \_\_\_\_\_ What days? What Shifts? \_\_\_\_\_

Is position temporary, permanent? \_\_\_\_\_ If temporary, what is duration? \_\_\_\_\_

Rate or range of pay \_\_\_\_\_ Minimum age requirement \_\_\_\_\_

Education required \_\_\_\_\_ (GED/HS diploma, College graduate) Specific Degree \_\_\_\_\_

Experience required \_\_\_\_\_ (Number of months/years) Type of experience \_\_\_\_\_

Drivers License Class \_\_\_\_\_ Endorsements \_\_\_\_\_

Under affirmative action compliance? Yes No Federal Contractor? Yes No

Description of job duties (include machinery or tools used, clerical skills, typing, shorthand, computer experience-specific software experience, etc). Please be as specific as possible.

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Referral instructions (call for appointment, apply in person, mail resume, FAX resume, etc) \_\_\_\_\_

Additional information \_\_\_\_\_

This form was completed by (Name & Title) \_\_\_\_\_

### **BRINGING PEOPLE AND JOBS TOGETHER**

Mississippi Department of Employment Security is an equal opportunity employer.  
Auxiliary aids and services are available upon request to individuals with disabilities.

## Instructions for completing the Job Order Form

- 1. Company name** - Enter the name of your company.
- 2. Federal I.D. Number** - Enter your Federal I.D. This will become your Employer ID.
- 3. Type of Business** - Enter the type business you operate.
- 4. Mailing Address** - Enter your complete mailing address.
- 5. Job Location** - Enter the physical address where the job is located. (Include the city, state, zip code and county). This is the address where the job applicant will be referred.
- 6. Telephone Number** - Enter a phone number where you can be reached.
- 7. Fax Number** - Enter your Fax number including the area code.
- 8. E-mail address** - Enter your e-mail address.
- 9. Contact Person** - Enter the name of the person to whom the applicant will be referred.
- 10. Title of open position** - In 22 letters or less state the specific job title you wish to fill.
- 11. Number of openings** - Enter the number of people you wish to hire.
- 12. Number of referrals** - Enter the maximum number of people you wish to interview.
- 13. Number of hours per week** - Enter the number of hours worked in a usual week; do not include overtime.
- 14. Days/Shift** - Indicate the days or shift that applicant is expected to work.
- 16. Is position temporary, permanent?** - Enter appropriate response.
- 17. If temporary, what is duration?** - Enter the expected duration of the job.
- 18. Rate or range of pay** - Enter as appropriate.
- 19. Minimum age requirement** - Enter the two digit minimum age only if age is specified as a bona fide job requirement otherwise leave this item blank.
- 20. Education required** - Enter the two digit code that best describes the educational requirement for the job you wish to fill. Enter 00 if no education is required. Enter GED if General Educational Development is required. Enter RW if the ability to read and write is the only requirement. Enter 01-16 to reflect the minimum grade level required.
- 21. Specific Degree** - Indicate the specific degree required, otherwise leave blank.
- 22. Experience required** - Enter the minimum months of experience required for this job. Enter 00 if no experience is required.
- 23. Drivers License Class** - If a driver's license is required for this job, enter the specific class required from the table below. Otherwise, leave this item blank.
- 24. Endorsements** - If a driver's license endorsement is required, enter the letter(s) for the specific endorsement(s) from the table below. Otherwise, leave this item blank.
- 24. Under affirmative action compliance?** - Circle the appropriate response.
- 26. Federal Contractor?** - Circle the appropriate response.
- 27. Description of duties** - Describe concisely the job duties and equipment used. Enter any special information such as physical demands, working conditions, tools or equipment needed. Enter any occupational licenses or certificate required. Do not list preferences relating to attitude, manner, or appearance which require subjective evaluation of personal traits.
- 28. Referral Instructions** - Enter any special referral instructions, (e.g. call for appointment, interview on Monday only between 1:00 p.m. and 5:00 p.m., etc.)
- 29. Additional Information** - Enter any remarks to clarify items in the job order
- 30. Form was completed by** - Enter the name and title of the person completing this form.

### **Driver's License Class Responses**

Class A – any combination of vehicles with a gross weight rating (GVWR) of 26,100 or more lbs, provided the GVWR of the vehicle(s) being towed is more than 10,000 lbs.

Class B – Any single vehicle with a GVWR of 26,001 or more lbs., or any such vehicles towing a vehicle less than 10,000 lbs.

Class C – Any single vehicle with a GVWR of less than 26,001 lbs., or any such vehicles towing a vehicle less than 10,000 lbs. GVWR. This group applies to vehicles designed to transport 16 or more passengers, including driver, or vehicles placarded for hazardous materials, and all vehicles that require a lesser class licenses to operate.

Class D – Issued to all persons who operate commercial vehicles not requiring a Class A, B, or C driver's license.

Class R – Regular drivers. This class is to operate privately owned vehicles not used for commerce.

### **Driver's License Endorsement Responses**

E – Motorcycle

H – Hazmat

N – Tank

P – Passenger

T – Double/Triple trailers

X – Hazardous/Tank